CTS
Region II Employability Kit

Students should have **ORIGINALS** of the following:

❏   Original or certified copy of a **Birth Certificate** issued by a state, county, municipal authority or outlying possession of the U.S. bearing an official seal.

❏   U.S. **Social Security Card** issued by the Social Security Administration.

❏   **Driver=s License or ID Card** issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address.

Students should also have **ORIGINAL or COPIES** of the following (if available):

❏   High School Diploma or GED certificate
❏   High School Transcripts
❏   School Records
❏   ASVAB Test Results (if available)

❏   INS Alien Registration (if applicable)
❏   TANF - Public Assistance documentation
❏   Voter Registration Cards

❏   Medical Insurance Card (if available)

❏   Any Picture Identification Card (if available)

❏   Resume
❏   Letters of Introduction
❏   Letters of Reference
❏   Trade Certificates
❏   Trade Diplomas
❏   State Certification (if available)

❏   Work Opportunity Tax Credit

❏   Release of Information Form

Student Name:
CTS Office: